



Indiana's CLEAN Community Challenge

State Form 51826 (R / 9-04)

The Comprehensive Local Environmental Action Network (CLEAN) Challenge

Attach additional sheets if necessary and label attachments according to the application section number.

SECTION 1 APPLICANT INFORMATION

Name of Local Government
Street Address
City/State/ZIP code
Local Government Web site

SECTION 2 CONTACT INFORMATION

Contact Name (Mr./Mrs./Ms./Dr.)
Title
Phone
FAX
E-mail
Mailing Address (if different from street address)
City/State/ ZIP code

SECTION 3 APPLICATION INFORMATION

How the program works:

The Indiana CLEAN Community Challenge is a voluntary environmental recognition program developed to recognize local governments that demonstrate exceptional environmental stewardship. Local governments may include cities, towns, and county levels of government.

Applicants choose activities that fit their community goals, develop a Quality of Life Plan, and proceed through two levels of achievement at their own pace. The Indiana CLEAN Community Challenge also offers administrative and financial support from various state agencies and programs.

To be eligible, applicants must have a positive environmental, health, and safety record; complete the application and meet the CLEAN Community Challenge program requirements; and have earned "CLEAN verification" of their Quality of Life Plan or obtained an ISO 14001 Environmental Management System certification. The Indiana Department of Environmental Management (IDEM) reserves the right to eliminate an applicant from consideration due to outstanding financial requirements to the State of Indiana or if unresolved compliance or enforcement issues exist.

Indiana CLEAN Community Challenge applications are reviewed by a committee of representatives from IDEM and other relevant state and local agencies and representatives.

Application Deadline:

Final application deadlines are posted on the web at www.cleancommunities.IN.gov. IDEM encourages applicants to submit a draft application (pre-application) to ensure an application contains all necessary information prior to a final application deadline. Pre-applications may be submitted anytime throughout the year, but no later than two months prior to the final application deadline to ensure review and comments. Pre-applications are not required, but incomplete final applications will not be accepted. Additional information may be requested by the review committee throughout the review process.

Award Cycle:

Local governments achieving CLEAN designation will be announced at least annually. Upon designation as a CLEAN Community, a letter of designation will be sent to the local government from IDEM's commissioner.

If you have questions or concerns about the application process or the Indiana CLEAN Community Challenge program, call 800-988-7901 or (317) 232-8172. Information concerning the Indiana CLEAN Community Challenge program and the benefits to participants can be found at www.cleancommunities.IN.gov.

SECTION 4 SITE VISIT INFORMATION

Please check the type of certification or verification received by the applicant:

- ☐ Applicant (local government) has received CLEAN Verification and/or
- ☐ Applicant (local government) is ISO 14001 certified. (Please provide a copy of the ISO 14001 certificate.)

CLEAN verification or ISO 14001 certification number:

SECTION 5 LOCAL GOVERNMENT INFORMATION

Please check the appropriate response to the following questions.

Which operations are addressed in your Quality of Life Plan?

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Waste water treatment plant | <input type="checkbox"/> Drinking water treatment plant | <input type="checkbox"/> Public schools | <input type="checkbox"/> Outdoor recreation facilities |
| <input type="checkbox"/> Waste management | <input type="checkbox"/> Street and road work/Vehicle maintenance | <input type="checkbox"/> Offices | <input type="checkbox"/> Other (please list) |

What is your class size?

- | | |
|--|--|
| <input type="checkbox"/> 250,000 or more (First class city) | <input type="checkbox"/> 35,000 to 249,999 (Second class city) |
| <input type="checkbox"/> 10,000 to 34,999 (Third class city) | <input type="checkbox"/> 1 to 9,999 (Fourth class city) |

How many full time employees currently work for local government?

- | | | | | |
|--|--------------------------------|----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Fewer than 50 | <input type="checkbox"/> 50-99 | <input type="checkbox"/> 100-499 | <input type="checkbox"/> 500-999 | <input type="checkbox"/> More than 1,000 |
|--|--------------------------------|----------------------------------|----------------------------------|--|

Are there any ongoing citizen suits involving local government?

- ☐ Yes ☐ No

If yes, please explain.

SECTION 6 ENVIRONMENTAL ACHIEVEMENT

List the environmental achievements made by the local government in the past two years. Examples: removed combined sewer overflow, best management practices for storm water runoff, expanded or added recycling services.

List the environmental awards received or voluntary programs participated in over the past two years (include year received and sponsoring program). Example: 2002 Recycling Award in the Indiana Governor's Awards for Environmental Excellence, 2003 IDEM Indiana 5-Star Environmental Recognition Program for Vehicle Maintenance Facilities.

SECTION 7 COMPLIANCE HISTORY

List any compliance issues that have occurred during the past two years.

Local governments with negative past records must demonstrate improvement in recent history and provide a detailed plan of continual improvement in the future.

Issue	Date Resolved

Labor (OSHA) Compliance History:

Issue	Date Resolved

SECTION 8**QUALITY OF LIFE MISSION STATEMENT**

Please attach the executive order or resolution adopting your Quality of Life Mission Statement.

QUALITY OF LIFE PLAN

Please attach your Quality of Life Plan to this application and ensure it meets the requirements as outlined at www.cleancommunities.IN.gov.

LETTERS OF RECOMMENDATION

Attach letters of support from at least three local community organizations (a minimum of one environmental, one business, and one citizen organization), outlining support for the program or specific environmental projects.

Please mark your answer to the corresponding 'yes' or 'no' statement and follow the instructions listed with each question. (*) Indicates a question for applicants applying for "Outstanding" status; applicants applying for "Committed" status do not need to complete an (*) question.

SECTION 9**QUALITY OF LIFE PLAN REQUIREMENTS**

Did the local government implement one activity in *three* of the following environmental media areas as needed for a Committed Community, or one activity in *five* of the following media areas as needed for an Outstanding Community? If yes, please check the media in which you have implemented an activity and describe the activities in the space provided below. Please indicate the status of the activity as fully implemented, partially implemented, or not yet begun.

☐ Yes ☐ No

- ☐ Pollution Prevention
- ☐ Energy Use
- ☐ Water Use
- ☐ Water Discharges (including wastewater)
- ☐ Transportation
- ☐ Materials Use
- ☐ Air Emissions

- ☐ Environmental / Children's Health
- ☐ Community Sustainability
- ☐ Solid Waste Generation
- ☐ Hazardous Waste Generation
- ☐ Accidental Releases and Emergency Response
- ☐ Preservation and Restoration
- ☐ Vulnerability and Security Issues

Activity 1:

Activity 2:

Activity 3:

Activity 4 (Outstanding)*:

Activity 5 (Outstanding)*:

SECTION 10**EMPLOYEE AWARENESS ACTIVITIES**

Did the local government post or publish environmental data such as water usage, wastewater discharges, air emissions, hazardous waste, and solid waste generation for employees? **And** did the local government implement *two* employee awareness/involvement activities as needed at the Committed Community level or *three* employee awareness/involvement activities as needed at the Outstanding Community level? If yes, please explain how this information was provided to employees and what employee awareness/involvement activities were implemented. Please indicate the status of the activity as fully implemented, partially implemented, or not yet begun.

☐ Yes ☐ No

Information was provided to employees via:

Activity 1:

Activity 2:

Activity 3 (Outstanding)*:

SECTION 11**CONTINUAL IMPROVEMENT ACTIVITIES**

Did the local government implement all 18 of the following continual improvement system activities as needed for a Committed Community? If yes, please indicate the page number where the following information can be found in the Quality of Life Plan.

☐ Yes ☐ No

Page Number Committed Continual Improvement System Activities

- | | |
|-------|---|
| _____ | Appoint an environmental team responsible for CLEAN activities with a leader who has authority to take action |
| _____ | Establish an environmental and community relations policy and a Quality of Life mission statement |
| _____ | Define the responsibilities and resources of key people in the organization regarding environmental and community issues |
| _____ | Identify the organization's operations and activities that have environmental impacts |
| _____ | Solicit input and set priorities among the identified impacts of each activity and process |
| _____ | Develop and set objectives and targets for priority impacts |
| _____ | Develop and implement an action plan to achieve objectives and targets |
| _____ | Record and update relevant legal and regulatory requirements |
| _____ | Develop and implement environmental awareness and training courses |
| _____ | Improve internal communications regarding environmental issues through solicitation of comments on the Quality of Life plan mission statement and document solicitation efforts |
| _____ | Improve external communications regarding environmental issues through solicitation of comments on the Quality of Life plan and document solicitation efforts |
| _____ | Establish and maintain procedures for receiving, documenting, and responding to external communication |
| _____ | Develop and implement a continual improvement system plan and related documents |
| _____ | Establish operational control procedures and a method to control environmental documentation |
| _____ | Develop and implement a plan for emergencies and contingencies |
| _____ | Establish procedures for corrective action |
| _____ | Develop a program of periodic internal system audits for the continual improvement plan |
| _____ | Develop and implement a program to measure success of the Quality of Life plan |

(Outstanding)* In addition to the Committed Community continual improvement system activities, did the local government implement the following two activities as needed for an Outstanding Community? If yes, please indicate the page number where the following information can be found in the Quality of Life Plan.

☐ Yes ☐ No

Page Number Outstanding Continual Improvement System Activities

- | | |
|-------|---|
| _____ | Monitor and document operational activities and effectiveness of the continual improvement system |
| _____ | Management approval of the continual improvement system |

SECTION 12**COMMUNITY OUTREACH ACTIVITIES**

Did the local government implement all three of the following citizen involvement activities **and** two community outreach activities as needed at the Committed Community level or *three* community outreach activities as needed at the Outstanding Community level? If yes, place a check next to the implemented citizen involvement activities, describe the activities, and then describe the community outreach activities in the space provided. Please indicate the status of the activity as fully implemented, partially implemented, or not yet begun.

☐ Yes ☐ No

☐

Document mechanisms for identifying and responding to local concerns regarding environmental issues in the community.

☐

Incorporate mechanisms to inform the community of important issues related to its environmental performance.

☐

Provide the public with the progress of the Quality of Life Plan through whatever means the local government establishes for outreach.

Activity 1:

Activity 2:

Activity 3 (Outstanding)*:

SECTION 13**BUSINESS OUTREACH ACTIVITIES**

Did the local government implement *two* business outreach activities as needed for a Committed Community or *three* business outreach activities as needed for an Outstanding Community? If yes, please describe the activities in the space provided. Please indicate the status of the activity as fully implemented, partially implemented, or not yet begun.

☐ Yes ☐ No

Activity 1:

Activity 2:

Activity 3 (Outstanding)*:

SECTION 14**SUPPLY CHAIN ACTIVITIES**

Did the local government implement *one* of the following supply chain activities as needed at the Committed Community level or *two* supply chain activities as needed at the Outstanding Community level? If yes, place a check next to the implemented activity and describe the activity in the space provided. Please indicate the status of the activity as fully implemented, partially implemented, or not yet begun.

☐ Yes ☐ No

☐

Implement a "green" purchasing program

☐

Include environmental considerations in the selection of contractors

☐

Other (subject to IDEM approval)

Activity 1:

Activity 2 (Outstanding)*:

SECTION 15**PARTNERING AND MENTORING ACTIVITIES**

Please note: Section 15 is not required for a Committed Community

Did the local government implement one partnership or mentoring activity? If yes, place a check next to the implemented activity and describe the activity in the space provided. Please indicate the status of the activity as fully implemented, partially implemented, or not yet begun.

☐ Yes ☐ No

☐

Educate other local governments about the importance of participating in CLEAN and encourage their enrollment

☐

Participate in environmental mentoring with other members of CLEAN

☐

Offer guided tours of the organization to CLEAN members

☐

Other (subject to IDEM approval)

Activity:

SECTION 16**SUSTAINABILITY ACTIVITIES**

Please note: Section 16 is not required for a Committed Community

Did the local government implement one of the following sustainable activities? If yes, place a check next to the implemented activity and describe the activity in the space provided. Please indicate the status of the activity as fully implemented, partially implemented, or not yet begun.

☐ Yes ☐ No

- | | |
|--|---|
| <input type="checkbox"/> Life cycle analysis | <input type="checkbox"/> Protection of archaeological sites |
| <input type="checkbox"/> Design for the environment | <input type="checkbox"/> Development of brownfields |
| <input type="checkbox"/> Environmental cost accounting | <input type="checkbox"/> Green building considerations for renovations or new buildings |
| <input type="checkbox"/> Investment in green space | <input type="checkbox"/> Hold meetings that meet "green" requirements |
| <input type="checkbox"/> Use of recycled feedstock | <input type="checkbox"/> Other (subject to IDEM approval) |

Activity:

SECTION 17**CERTIFICATION & PLEDGE**

I certify that the information on this application and attachments is accurate to the best of my knowledge and that this local government is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with all applicable federal, state, and local environmental requirements, or has a corrective action program in place to attain compliance.

We, _____, commit to maintaining the principles and goals outlined in our Quality of Life Plan for our local government's Indiana CLEAN Community status. We agree to strive for full compliance with all regulations promulgated by U.S. EPA, the state and/or local jurisdictions. We agree to promote the Indiana CLEAN Community Challenge and to share our success stories with other communities. We understand that an annual environmental progress report must be submitted to the local government and to IDEM and that the progress report is public record. We understand that we must reapply to the Challenge every two years.

I understand that the information provided in this application will be public record. I am the highest-ranking facility manager or I have been fully authorized by the highest-ranking facility manager to execute this statement on behalf of the local government applying to this program.

Signature

Title

Date

Please send your completed application and attachments to:

IDEM – OPPTA
Attn: CLEAN Application
P.O. Box 7095
Indianapolis, Indiana 46207-7095